**Application for Special Leave of Absence**

Parents and Carers should refer to the school's attendance policy before requesting special leave of absence during term time.

By requesting permission for your child to be excused from school, you are agreeing to abide by the decision of the Head of School. You must provide relevant information and not make travel or other plans before receiving permission. If your request is not agreed, your child must attend school or you may be liable to a fixed penalty notice. In some circumstances, you may be jeopardising your child's place at the school.

**No family holidays taken or applied for during term time will be be authorised**

If the school approves your request for special leave, your child will be expected to return on the date specified on the form. Failure to do so will result in any extra time classified as unauthorised leave. Under the Education (Penalty Notices) (England) Regulations 2007, as amended, the Local Education Authority has the power to issue Fixed-penalty Notices of £60, (rising to £120 if not paid within 21 days), where parents fail to ensure school attendance or take children on holiday without authorisation from the Head of School.

Dear Parent/Carer

Please fill this form if you wish to apply for Special Leave of Absence for your child during term time

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| Child’s Name and Surname: | Class |
| My Child does/does not have a sibling in another Barnet School | |
| Name of Sibling: | School: |
| I request that my child be granted Special Leave of Absence. | |
| From (Date) | To (Date) |
| Reason: | |
| My child will access education during the visit | Specify: |
| Name of Parent | Contact number: |
| Date: |  |
| Permission: |  |
| Reason for decision: |  |
| Head of School: |  |